



Fakenham Town Council

**A meeting of the FINANCE SUB COMMITTEE WILL BE HELD AT  
FAKENHAM CONNECT, OAK STREET, FAKENHAM ON  
MONDAY 18<sup>TH</sup> NOVEMBER 2024 at 3:00PM**

### AGENDA

1. To receive apologies for absence
2. Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda.
3. To receive minutes of the Finance subcommittee meetings on 16<sup>th</sup> September 2024 & 21<sup>st</sup> October 2024
4. To review Matters arising from the Minutes:
  - **Minute 48 (24,5,123,114)** – HMRC outstanding Employers allowance
  - **Minute 48 (24,5,154)** – To discuss 2 mobile phone contract renewal prices
  - **Minute 48 (29)** – to review the Investment Strategy Policy and update on investment applications
  - **Minute 48 (24,5,151)** - update on new bank signatory process
5. To review finance reports for month ending October 2024
  - To receive and review October 2024 payments and receipts for Fakenham Town Council and Charter Market
  - To receive and review October 2024 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts
  - To receive schedule of payments over £500 for display on the website
6. To consider a budget for L&E proposed expenditure
7. To receive information from NALC regarding national staff pay awards
8. To receive notification of Shred Station price increase
9. To receive and review the new model Finance Regulations

10. To discuss the 2025-26 draft budget
11. To confirm the Chair of Finance's access to the payroll portal and reports
12. To confirm procedures for authorisation and processing of invoices / cashbook transactions and bank account transfers
13. To receive notification of the date of the interim Internal Audit
14. To confirm the contact details for NEST Pensions
15. To Receive Clerks report on liaison meeting with RFO as recommended by Internal Auditor
16. To receive the Internal Controller's report
17. To receive the Finance Team Report
18. To move that the Public & Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
19. To discuss the FLASH project
20. To move into Open Session
21. To note the date and time of the next Finance Committee meeting: 16<sup>th</sup> December 2024 at 3:00pm